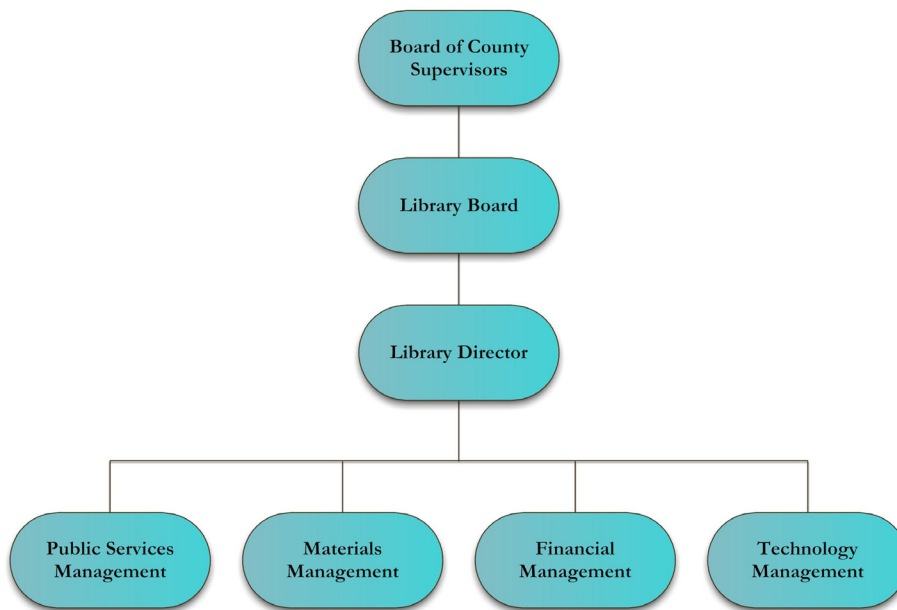


Prince William Public Library System



MISSION STATEMENT

The Library Board, staff and volunteers of the Prince William (VA) Public Library System work together to enrich the lives of citizens every day by providing free access to the world of information through an active program of building collections, connecting clients to information sources and developing outreach activities through its strong and exciting programs, collections and services.

AGENCY & PROGRAM

Parks and Library

Library

- Public Services Management
- Materials Management
- Financial Management
- Technology Management

Parks and Recreation,
Department of

LOCATOR



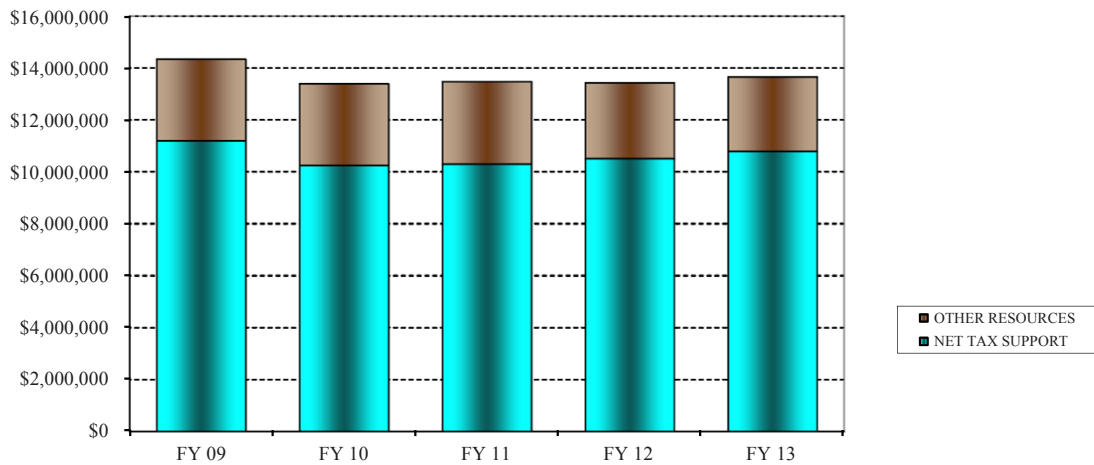


EXPENDITURE AND REVENUE SUMMARY

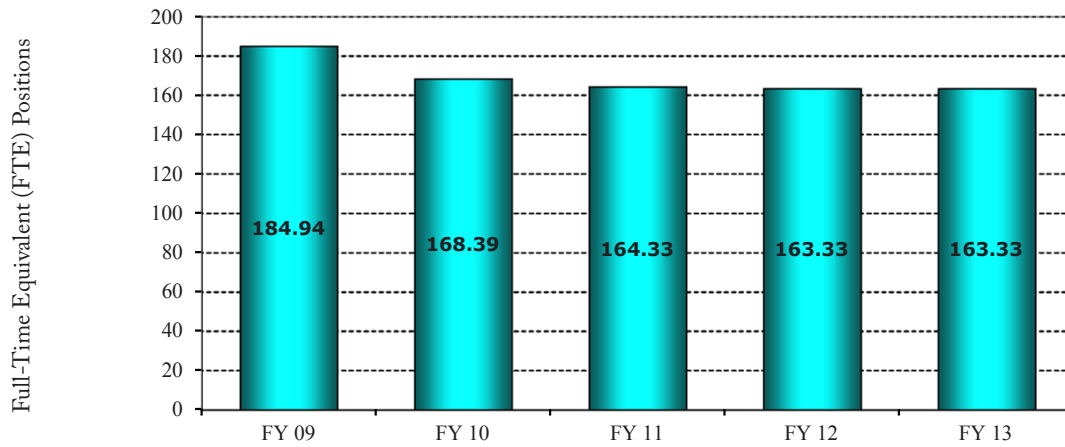


	FY 11 Approp	FY 11 Actual	FY 12 Adopted	FY 13 Adopted	% Change Adopt 12/ Adopt 13
A. Expenditure by Program					
1 Public Services Management	\$6,963,259	\$6,740,533	\$7,758,271	\$7,889,954	1.70%
2 Materials Management	\$5,449,809	\$5,278,245	\$3,229,928	\$3,294,533	2.00%
3 Financial Management	\$1,837,061	\$1,783,450	\$813,951	\$836,851	2.81%
4 Technology Management	\$0	\$0	\$1,631,601	\$1,629,818	-0.11%
Total Expenditures	\$14,250,129	\$13,802,228	\$13,433,751	\$13,651,156	1.62%
B. Expenditure by Classification					
1 Personal Services	\$8,221,058	\$8,081,473	\$8,316,713	\$8,288,670	-0.34%
2 Fringe Benefits	\$2,075,531	\$1,939,305	\$2,103,577	\$2,313,650	9.99%
3 Contractual Services	\$338,070	\$250,255	\$256,370	\$256,370	0.00%
4 Internal Services	\$1,601,298	\$1,601,298	\$782,767	\$817,386	4.42%
5 Other Services	\$1,996,260	\$1,912,186	\$1,946,412	\$1,947,168	0.04%
6 Leases & Rentals	\$17,912	\$17,711	\$27,912	\$27,912	0.00%
Total Expenditures	\$14,250,129	\$13,802,228	\$13,433,751	\$13,651,156	1.62%
C. Funding Sources					
1 Charges for Services	\$663,492	\$562,259	\$663,492	\$663,492	0.00%
2 Revenue From Other Localities	\$1,945,264	\$1,945,272	\$1,720,174	\$1,648,506	-4.17%
3 Revenue From Commonwealth	\$527,700	\$501,927	\$502,541	\$502,541	0.00%
4 Transfers In	\$42,510	\$42,510	\$42,510	\$42,510	0.00%
Total Designated Funding Sources	\$3,178,966	\$3,051,968	\$2,928,717	\$2,857,049	-2.45%
Net General Tax Support	\$11,071,163	\$10,750,260	\$10,505,034	\$10,794,107	2.75%





Note: All Years Adopted



Note: All Years Adopted

	FY 11 Adopted	FY 12 Adopted	FY 13 Adopted
1 Public Services Management	115.95	124.62	124.62
2 Materials Management	29.65	23.71	23.71
3 Financial Management	18.73	6.00	6.00
4 Technology Management	0.00	9.00	9.00
Full-Time Equivalent (FTE) Total	164.33	163.33	163.33





I. Major Issues

A. Revision of Internal Services Fund (ISF)

Technology Billing - The Department of Information Technology's (DoIT) formula to develop each agency's ISF bill has been revised to better align actual costs with activities, and to include telephones and radios for FY 13. Telephone costs are based on the number of phone lines and voicemail boxes in each agency, and radio costs are based on the number of hand-held radios in each agency. The cost bases for seat management, network, and application support costs remain the same as in FY 12. The net result of this billing revision is an increase of \$34,619 in the Library budget.

II. Budget Adjustments

A. Compensation Adjustments

Total Cost	\$428,030
Supporting Revenue	\$0
Total PWC Cost	\$428,030
Additional FTE Positions	0.00

1. **Description** - Compensation adjustments totaling \$428,030 are made to support the following rate increases:

- 9% Dental Insurance
- 5% Retiree Health
- 3.16% and 2.16% VRS employer rate for Plan II and Plan I employees, respectively
- 3% Health Insurance
- 3% Pay-for-Performance
- 1.04% Group Life
- 1% Salary adjustment to offset the required VRS contribution by Plan I and some Plan II employees

Additional detail concerning these adjustments can be found in the Unclassified Administrative section of Non-Departmental.

B. Budget Savings

1. Library Revenue Decrease for City Billings

Expenditure Savings	\$0
Budget Shift	\$0
Supporting Revenue	(\$71,668)
PWC Savings	\$0
FTE Positions	0.00

a. Category

- Addition
- Base Reduction
- Five Year Plan Reduction
- Resource Shifts
- Fees/Revenue Increase
- State Cuts

b. **Description** - City billing is a reimbursement from the City of Manassas and Manassas Park for services rendered in the previous year. Historically, the total city billing reimbursement is used to balance the County-wide budget at budget recap and later allocated to specific agencies. The Library's FY 13 allocation is a reduction of \$71,668.

c. **Service Level Impacts** - There are no service levels associated with City billings.

d. **Five Year Plan Impacts** - There are no five year plan impacts with this initiative.

2. Reduction in Temporary Substitute Funds From Use of Library Self-Checkout

Expenditure Savings	(\$5,000)
Budget Shift	\$0
Supporting Revenue	(\$0)
PWC Savings	(\$5,000)
FTE Positions	0.00

a. Category

- Addition
- Base Reduction
- Five Year Plan Reduction
- Resource Shifts
- Fees/Revenue Increase
- State Cuts

b. **Description** - Library patrons are now able to check out their own materials by using the Library's self checkout system without waiting for staff assistance. This agency efficiency will result in a \$5,000 savings from full service library substitute funds.

c. **Service Level Impacts** - There are no service level impacts associated with this initiative.



d. Five Year Plan Impacts - There are no five year plan impacts associated with this initiative.

3. Additional Reduction in Temporary Substitute Funds

Expenditure Savings	(\$5,000)
Budget Shift	\$0
Supporting Revenue	\$0
PWC Savings	(\$5,000)
FTE Positions	0.00

a. Category

- | | |
|--|---|
| <input type="radio"/> Addition | <input checked="" type="radio"/> Base Reduction |
| <input type="radio"/> Five Year Plan Reduction | <input type="radio"/> Resource Shifts |
| <input type="radio"/> Fees/Revenue Increase | <input type="radio"/> State Cuts |

b. Description - The library has identified as an agency efficiency, an additional \$5,000 in temporary substitute funds from its full service libraries.

c. Service Level Impacts - There are no service level impacts associated with this initiative.

d. Five Year Plan Impacts - There are no five year plan impacts associated with this initiative.

c. Service Level Impacts - This budget addition supports existing agency outcomes and service levels.

d. Five Year Plan Impacts - The five year plan impacts are \$520 in FY 14, \$795 in FY 15, \$545 in FY 16, and \$835 in FY 17.

C. Budget Additions

1. Community Partners Funding Increase

Added Expenditure	\$756
Budget Shift	\$0
Supporting Revenue	\$0
PWC Cost	\$756
FTE Positions	0.00

a. Category

- | | |
|--|---------------------------------------|
| <input checked="" type="radio"/> Addition | <input type="radio"/> Base Reduction |
| <input type="radio"/> Five Year Plan Reduction | <input type="radio"/> Resource Shifts |
| <input type="radio"/> Fees/Revenue Increase | <input type="radio"/> State Cuts |

b. Description - This initiative reflects a 3% increase in the donation to the community partners in the agency budget. The following lists the impacted community partners and amount of increase for FY 13 in this agency:

Literacy Volunteers of America – Prince William
\$756





Budget Summary - Public Services Management

Total Annual Budget	
FY 2012 Adopted	\$ 7,758,271
FY 2013 Adopted	\$ 7,889,954
Dollar Change	\$ 131,683
Percent Change	1.70%

Number of FTE Positions	
FY 2012 FTE Positions	124.62
FY 2013 FTE Positions	124.62
FTE Position Change	0.00

Outcome Targets/Trends

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Residents with library cards	59%	62%	63%	55%	57%
▪ Items circulated per capita	8.3	8.0	8.0	8.0	7.8
▪ Information requests completed/24hrs	93%	93%	95%	93%	93%
▪ Total Library materials circulated	3.6m	3.3m	3.6m	3.3m	3.5m
▪ Cost per Library item circulated	\$1.56	\$1.35	\$1.63	\$1.66	\$1.67
▪ Percentage positions filled	96%	90%	96%	93%	95%
▪ Staff salaries saved by utilizing volunteers	\$679,481	\$525,000	\$719,700	\$550,000	\$600,000
▪ Percent of financial transactions processed on schedule	97%	97%	100%	97%	98%
▪ Percent Library performance measures achieved	95%	91%	72%	85%	—
▪ Citizens satisfied with Library System	95%	85%	95%	85%	85%
▪ Library users satisfied with services received from staff	99%	95%	99%	95%	95%
▪ Library access per capita	22	20	19	20	19

Activities/Service Level Trends Table

1. Circulation

The Circulation activity in the full service libraries provides service directly to the public by issuing library cards, loaning library materials and processing reserve requests for materials currently in use.

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	\$2,522,739	\$2,413,944	\$2,331,720	\$2,246,106	\$2,298,520
▪ Library materials circulated per FTE	64,061	60,000	37,812	60,000	35,000

2. Information Services

Information Services involves researching information requests from the public on every subject, such as jobs, stocks and bonds, government, consumer information, history, genealogy, home repair, religion, current affairs, school assignments, medical information, car repair, etc. Requests are made in person, by phone or through the Internet.

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	\$3,258,486	\$3,221,600	\$3,146,774	\$3,299,908	\$3,345,980
▪ Information requests	6.2m	7.0m	5.0m	6.0m	5.0m
▪ Cost per information request in full service libraries	\$1.29	\$1.08	\$1.37	\$1.25	\$1.44
▪ Information requests per capita	14	15	11	13	11





3. Library Activities and Events

The full service libraries offer educational, informational and recreational events and activities for all ages to provide information and promote reading. Examples of programs offered: Summer Quest and Teen reading; story-times; crafts; library and Internet instruction; study skills; estate planning; photography; book discussions; writer’s series and author book talks; health; investing in stocks and bonds; Prince William Symphony ensemble concerts.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$353,412	\$364,719	\$379,960	\$370,668	\$377,152
▪ Attendees at Library programs/events	86,759	87,000	88,715	86,000	87,000
▪ Library events and activities	2,281	2,100	2,195	2,100	2,200

4. Neighborhood Libraries

Six neighborhood libraries provide direct public service by issuing Library cards, loaning Library materials and processing reserve requests for residents for materials currently in use.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$922,754	\$962,997	\$882,079	\$937,127	\$937,194
▪ Neighborhood library materials circulated	500,347	450,000	638,520	450,000	500,000

5. Library Director’s Office

Provide system-wide management and direction by coordinating administrative functions with County departments, providing consultation to the Library Board, developing policy recommendations and implementing policies approved by the Board. Also provides clerical support to the Board and manages the monthly meeting process.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$271,746	\$254,307	\$327,490	\$241,542	\$252,909
▪ Cost per capita for Library service	\$29.00	\$33.00	\$30.00	\$29.01	\$31.00
▪ Total Library visits (door + web)	7.1m	8.0m	4.0m	7.0m	4.1m
▪ Total Library visits per capita	16	19	9	15	9
▪ Cost per Library visit	\$1.84	\$1.68	\$3.42	\$1.92	\$3.55





6. Human Resources

Manages the personnel functions for the Library System - hiring, evaluation, disciplinary action; counseling and training; payroll preparation. Develops, adapts and implements personnel policies and procedures. Manages the volunteer program - recruits and places volunteers; formulates policies, procedures and training for volunteers and supervisors. Plans awards and on-going recognition of volunteers, including the annual reception. Develops and maintains training plan for the Library System.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$441,908	\$378,251	\$377,475	\$318,161	\$320,288
▪ Work hours provided by volunteer staff	33,097	26,500	33,842	27,000	30,000
▪ Percent of certifications forwarded in 5 days or less	—	—	—	—	90%
▪ Payroll processed on schedule	—	—	—	—	100%
▪ Average days to complete interviews and forward recommendations	3	15	15	15	—
▪ Payrolls processed without error	96%	96%	96%	96%	—
▪ Employees per Library HR/Payroll FTE	151	114	148	144	—

7. Marketing and Development

Markets Library services to the community. Designs and coordinates the printing of Library publications. Initiates fundraising projects to support Library special events/activities. Researches, prepares and secures grant funding for the Library System. Acts as a liaison to the Library Foundation.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$246,837	\$250,299	\$251,982	\$254,709	\$263,880
▪ Fundraising and in-kind donations	\$1.3m	\$1.0m	\$1.6m	\$1.0m	\$1.3m

8. Facilities Maintenance

Provides and coordinates building maintenance and related facilities projects.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	—	—	—	\$65,329	\$68,062
▪ Number of maintenance, repair and/or special project requests	NR	NR	929	750	800

9. Literacy Volunteers of America-Prince William

Provides free basic literacy, computer, workplace, job skills, English as a second language and civics tutoring services to citizens.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$24,720	\$24,720	\$24,720	\$25,214	\$25,970
▪ Number of adults served	578	550	607	580	600
▪ Number of tutors trained and supported	221	200	272	225	230
▪ Literacy Volunteer hours provided to students	14,234	11,200	15,231	14,000	14,500



Budget Summary - Materials Management

Total Annual Budget	
FY 2012 Adopted	\$ 3,229,928
FY 2013 Adopted	<u>\$ 3,294,533</u>
Dollar Change	\$ 64,605
Percent Change	2.00%

Number of FTE Positions	
FY 2012 FTE Positions	23.71
FY 2013 FTE Positions	<u>23.71</u>
FTE Position Change	0.00

Outcome Targets/Trends

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Materials Availability Survey Title fill rate	85%	73%	63%	73%	70%
▪ Subject/author fill rate	86%	75%	80%	75%	75%
▪ Browser fill rate	95%	93%	97%	93%	93%

Activities/Service Level Trends Table

1. Library Materials Support

Select, order, catalog and process a variety of books and other materials for the Library collection. Develop and maintain the catalog of Library holdings and the Library's web page, which provides on-line access for citizens to the Library collections and electronic products, as well as to programs and other Library services. Provides inter-library loan service for citizens. Provides mail room services for the Library and the support functions and courier services for transporting bins of materials and in-house mail throughout the Library System.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$3,135,092	\$3,063,981	\$3,039,106	\$3,229,928	\$3,294,533
▪ Percentage new priority items processed within 72 hrs	100%	85%	100%	85%	90%
▪ Average number of days to process routine materials	72	88	9	78	70
▪ Number of items processed through Library mailroom	86,608	91,000	76,423	80,000	75,000





Budget Summary - Financial Management

Total Annual Budget	
FY 2012 Adopted	\$ 813,951
FY 2013 Adopted	<u>\$ 836,851</u>
Dollar Change	\$ 22,900
Percent Change	2.81%

Number of FTE Positions	
FY 2012 FTE Positions	6.00
FY 2013 FTE Positions	<u>6.00</u>
FTE Position Change	0.00

Outcome Targets/Trends

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Percent of financial transactions processed on schedule	NA	97%	100%	97%	97%
▪ Comply with Prince William County Principles of Sound Financial Management and required financial reporting controls	—	—	—	—	100%
▪ Percent Library performance measures achieved	NA	91%	72%	85%	—

Activities/Service Level Trends Table

1. Financial Management Services

Manages the financial and administrative services for the Library System as directed by the Library Board. Develops, manages and implements the Library System budget, including performance measurement. Compiles and coordinates data collection; responds to various surveys and requests for statistical information for the Library System. Develops, adapts and implements financial policies and procedures.

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	\$929,892	\$883,919	\$801,782	\$813,457	\$836,852
▪ Financial transactions processed	—	—	17,375	—	15,000
▪ Expenditure dollars processed per financial FTE	\$1,400,395	\$1,066,000	\$1,092,811	\$996,082	—





Budget Summary - Technology Management

Total Annual Budget	
FY 2012 Adopted	\$ 1,631,601
FY 2013 Adopted	<u>\$ 1,629,818</u>
Dollar Change	\$ (1,783)
Percent Change	-0.11%

Number of FTE Positions	
FY 2012 Adopted	9.00
FY 2013 Adopted	<u>9.00</u>
FTE Position Change	0.00

Activities/Service Level Trends Table

1. Library Network Support

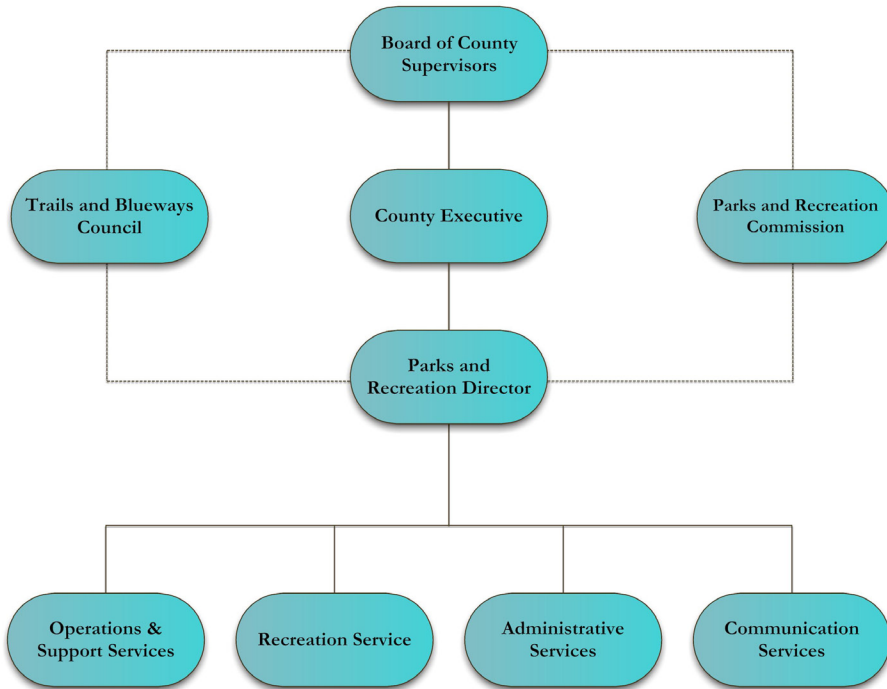
Supports the Library System's technology by managing the daily operations of the Library specific computer system. Provides assistance with operational problems and troubleshooting by handling Seat Management service requests referred to the Library by the County's Help Desk. Coordinates Library hardware/software installations, including technical assistance with electronic products. Designs and maintains the Library Web pages including implementation of new services and responses to customers from Library Webmaster.

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Activity Annual Cost	\$2,537,420	\$1,659,049	\$2,239,139	\$1,631,601	\$1,629,818
▪ Percent of customer on-site HW/SW problems resolved within 8 hours (Library Network Support Services)	98%	90%	98%	90%	96%
▪ Percent of customer scheduled actions (e.g. new services) completed according to schedule (Web Services)	—	—	—	—	90%





Parks and Recreation



AGENCY & PROGRAM

Parks and Library

Library

➤ Parks and Recreation, Department of

Operations, Planning and Support
 Recreation
 Administrative and Communications

MISSION STATEMENT

The Department of Parks and Recreation will create quality recreation and leisure opportunities consistent with the citizens' interest while effectively managing available resources.

LOCATOR



Parks and Recreation

Expenditure and Revenue Summary

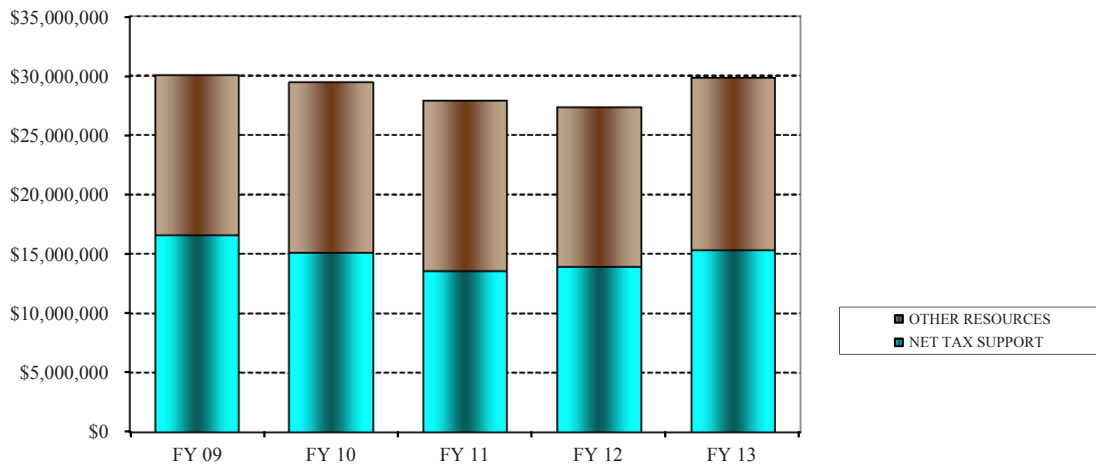


EXPENDITURE AND REVENUE SUMMARY

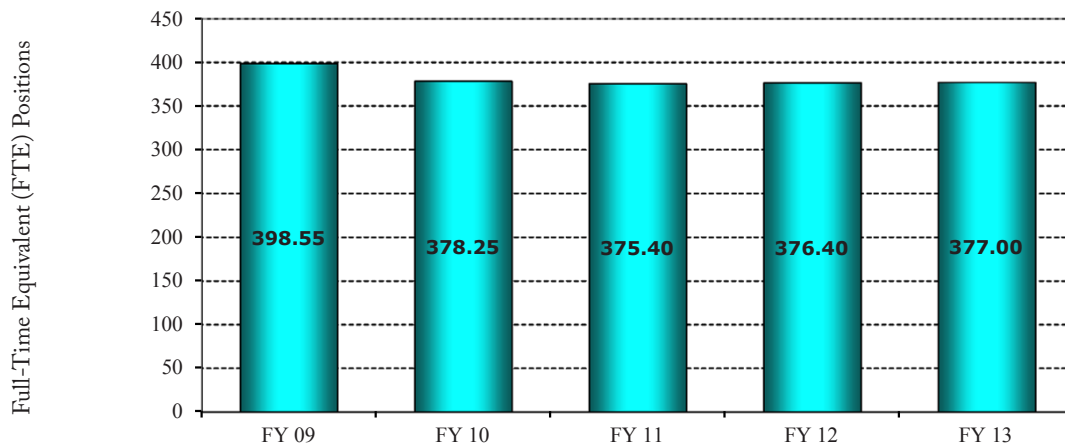


	FY 11 Approp	FY 11 Actual	FY 12 Adopted	FY 13 Adopted	% Change Adopt 12/ Adopt 13
A. Expenditure by Program					
1 Grounds and Landscape	\$4,324,800	\$4,398,834	\$4,458,300	\$4,883,331	9.53%
2 Fleet & Equipment Repair	\$750,600	\$785,582	\$758,000	\$915,192	20.74%
3 Planning & Project Management	\$252,400	\$211,780	\$255,900	\$492,801	92.58%
4 Facility Maintenance	\$1,321,900	\$1,121,604	\$1,341,400	\$1,510,599	12.61%
Total Operations, Planning & Support	\$6,649,700	\$6,517,800	\$6,813,600	\$7,801,923	14.51%
5 District Parks	\$1,150,500	\$1,091,142	\$1,166,900	\$1,104,589	-5.34%
6 Indoor Centers	\$4,907,900	\$4,807,977	\$4,979,800	\$5,242,613	5.28%
7 GMU Freedom Center	\$799,160	\$799,160	\$797,201	\$797,073	-0.02%
8 Golf	\$2,371,600	\$2,602,749	\$2,364,500	\$3,596,877	52.12%
9 Waterparks	\$1,739,300	\$1,737,700	\$1,776,200	\$1,889,079	6.36%
10 Recreation Programs	\$1,047,500	\$1,025,767	\$1,300,558	\$1,031,832	-20.66%
11 Community Aquatics	\$378,400	\$367,658	\$383,200	\$421,723	10.05%
12 Community Sports	\$550,300	\$478,568	\$557,900	\$574,534	2.98%
13 Security Rangers	\$666,500	\$647,487	\$679,900	\$661,197	-2.75%
14 Arts Council	\$256,000	\$233,227	—	\$257,057	—
Total Recreation	\$13,867,160	\$13,791,435	\$14,006,159	\$15,576,574	11.21%
15 Human Resources	\$530,700	\$449,581	\$538,300	\$543,480	0.96%
16 Finance	\$570,200	\$528,084	\$579,500	\$642,062	10.80%
17 Risk Management	\$680,600	\$601,630	\$728,700	\$700,329	-3.89%
18 Information Technology	\$746,200	\$558,945	\$771,000	\$813,224	5.48%
19 Executive Management/Administration	\$737,300	\$706,274	\$749,000	\$782,317	4.45%
20 Marketing/Advertising/Public Relations	\$728,800	\$692,257	\$801,900	\$805,452	0.44%
Total Administrative and Communications	\$3,993,800	\$3,536,771	\$4,168,400	\$4,286,864	2.84%
21 Capital & Debt Service (Operating)	\$0	\$0	\$2,353,857	—	—
22 Other Transfers (eg. Proffers)	\$0	\$0	—	—	—
23 Cyclical Projects	\$1,420,000	\$3,806,337	—	\$1,400,000	—
24 Cyclical Equipment	\$138,177	\$101,758	—	\$93,856	—
25 Debt Service	\$909,500	\$725,474	—	\$638,721	—
26 Other Non-Departmental	\$0	\$0	—	—	—
Total Cyclical Plan & Debt Service	\$2,467,677	\$4,633,569	\$2,353,857	\$2,132,577	-9.40%
Total Expenditures	\$26,978,337	\$28,479,575	\$27,342,016	\$29,797,938	8.98%
B. Funding Sources					
1 Operations, Planning and Support	\$761,800	\$831,438	\$761,800	\$687,243	-9.79%
2 Recreation	\$12,250,300	\$11,404,957	\$12,250,300	\$13,399,247	9.38%
3 Administrative and Communications	\$401,200	\$404,505	\$401,200	\$416,213	3.74%
4 Other Revenue	\$0	\$483,051	\$0	\$0	0.00%
Revenue	\$13,413,300	\$13,123,951	\$13,413,300	\$14,502,703	8.12%
5 General Fund Transfer from PWC	\$13,565,037	\$13,565,037	\$13,928,716	\$15,295,235	9.81%
6 Other Transfers from PWC	\$0	\$1,470,546	\$0	\$0	0.00%
Total Designated Funding Sources	\$26,978,337	\$28,159,534	\$27,342,016	\$29,797,938	8.98%
Contribution To/(From) Reserves & Retained Earnings	\$0	(\$320,041)	\$0	\$0	—
Net General Tax Support	\$13,565,037	\$13,565,037	\$13,928,716	\$15,295,235	9.81%





Note: All Years Adopted



Note: All Years Adopted

	FY 11 Adopted	FY 12 Adopted	FY 13 Adopted
1 Operations, Planning and Support	86.00	85.00	85.60
2 Recreation	261.90	263.90	263.90
3 Administrative and Communications	27.50	27.50	27.50
Full-Time Equivalent (FTE) Total	375.40	376.40	377.00

Notes:

¹ The FY 11 actual FTE count of 369.48 represented a total of 2,042 persons in a year (135 full-time, 1,907 part-time)

EXPENDITURE HISTORY

STAFF HISTORY

STAFF BY PROGRAM





I. Major Issues

A. Creation of the Department of Parks and Recreation - During FY 12, the Park Authority Board and BOCS took action to merge the Park Authority into the Prince William government and create the new Department of Parks and Recreation. Effective July 1, 2012, the Department of Parks and Recreation will be the governmental entity responsible for the delivery of park and recreational services in Prince William County. In addition, the BOCS accepts ownership of all properties and assumes all contractual obligations and liabilities of the Park Authority. The new department will be managed as two major fund types - general fund and enterprise fund.

II. Budget Adjustments

A. Compensation Adjustments

Total Cost	\$1,072,982
Supporting Revenue	\$0
Total PWC Cost	\$1,072,982
Additional FTE Positions	0.00

1. Description - Compensation adjustments totaling \$1,072,982 are made to support the following rate increases:

- 9% Dental Insurance
- 5% Retiree Health
- 3.16% and 2.16% VRS employer rate for Plan II and Plan I employees, respectively
- 3% Health Insurance
- 3% Pay-for-Performance
- 1.04% Group Life
- 1% Salary adjustment to offset the required VRS contribution by Plan I and some Plan II employees

Additional detail concerning these adjustments can be found in the Unclassified Administrative section of Non-Departmental.

B. Budget Additions

1. Operating Funds

Added Expenditure	\$71,477
Budget Shift	\$0
Supporting Revenue	\$0
PWC Cost	\$71,477
FTE Positions	0.00

a. Category

- Addition
- Base Reduction
- Five Year Plan Reduction
- Resource Shifts
- Fees/Revenue Increase
- State Cuts

b. Description - Provides operating funds to maintain the County's trail system, this includes \$25,750 in operating funds for the Potomac Heritage National Scenic Trail and \$38,597 to maintain new trails constructed in FY 12 with FY 11 carryover funds. In addition, \$7,130 in operating funds is being added for annual maintenance of the new Veterans Park skateboard facility.

c. Service Level Impacts - These new trails add miles to the County's trail system.

d. Five Year Plan Impacts - Operating costs for parks and trails increase every year for the next five years as new trail segments are added. In FY 14 there will be several trail segments and funding for operating costs as detailed in the current Capital Improvement Plan.

2. Fuel, Utility and Chemical Increases

Added Expenditure	\$114,383
Budget Shift	\$0
Supporting Revenue	\$0
PWC Cost	\$114,383
FTE Positions	0.00

a. Category

- Addition
- Base Reduction
- Five Year Plan Reduction
- Resource Shifts
- Fees/Revenue Increase
- State Cuts

b. Description - This addition provides funds for fuel cost increases for vehicles and utility cost increases (electric and water) for facilities. Funding is provided to cover cost increases for chemicals used at recreation centers and community pools, and to provide turf management at park facilities.



c. Service Level Impacts - There are no service level impacts associated with this initiative.

d. Five Year Plan Impacts - This increases the Parks and Recreation budget by \$114,383 each year for the next five years for fuel, utility and chemical increases.

3. Internal Service Fund Billing (Phones and Radios)

Added Expenditure	\$73,484
Budget Shift	\$0
Supporting Revenue	\$0
PWC Cost	\$73,484
FTE Positions	0.00

a. Category

- Addition
- Five Year Plan Reduction
- Fees/Revenue Increase
- Base Reduction
- Resource Shifts
- State Cuts

b. Description - The Department of Information Technology's (DoIT) formula to develop each agency's Internal Service Fund (ISF) bill has been revised to better align actual costs with activities, and to include telephones and radios for FY 13. Telephone costs are based on the number of phone lines and voicemail boxes in each agency, and radio costs are based on the number of hand-held radios in each agency. This initiative increases the Parks and Recreation budget by \$73,484 for phone and radio services provided by DoIT.

c. Service Level Impacts - There are no service level impacts associated with this initiative.

d. Five Year Plan Impacts - There are no five year plan impacts associated with this initiative.

4. Compensation Adjustment (BOCS Resolution 11-571)

Added Expenditure	\$25,500
Budget Shift	\$0
Supporting Revenue	\$0
PWC Cost	\$25,500
FTE Positions	0.00

a. Category

- Addition
- Five Year Plan Reduction
- Fees/Revenue Increase
- Base Reduction
- Resource Shifts
- State Cuts

b. Description - The Board of County Supervisors approved BOCS Resolution 11-571 adjusting the budget for compensation provided to the Parks and Recreation. This addition rolls over funding into the operating transfer for the Park Authority and fully funds the FY 12 2% pay plan adjustment.

c. Service Level Impacts - There are no service level impacts associated with this initiative.

d. Five Year Plan Impacts - This increases the Parks and Recreation budget by \$25,500 each year for the next five years.





Budget Summary - Operations, Planning and Support

Total Annual Budget	
FY 2012 Adopted	\$ 6,813,600
FY 2013 Adopted	<u>\$ 7,801,923</u>
Dollar Change	\$ 988,323
Percent Change	14.51%

Number of FTE Positions	
FY 2012 FTE Positions	85.00
FY 2013 FTE Positions	<u>85.60</u>
FTE Position Change	0.60

Outcome Targets/Trends

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ County Park Authority provides efficient and effective service	95.1%	93.0%	95.1%	95.0%	—

Service Level Trends Table for the Program

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Program Annual Cost	\$6,262,291	\$6,560,500	\$6,517,800	\$6,813,600	\$6,879,403
▪ Cost per park acre maintained	\$3,562	\$3,299	\$3,575	\$3,562	\$3,562
▪ Asset value reinvested in community recreation facilities	1.5%	2.5%	6.2%	2.5%	2.5%

Activities/Service Level Trends Table

1. Grounds and Landscape Maintenance

This activity provides grounds and landscape maintenance and installation for County facilities under contract, and school fields under a cooperative agreement. Activities include turf and plant installation and maintenance, general park and sport field maintenance and renovation, and irrigation system installation and maintenance.

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Activity Annual Cost	\$4,041,573	\$4,073,600	\$4,398,834	\$4,458,300	\$4,455,181

2. Fleet and Equipment Repair

This activity provides preventive and remedial repair and maintenance for vehicles and equipment, including both minor and major operating equipment, cars, trucks, and other specialized items. Activities include scheduled preventive maintenance and diagnosis and repair of varied mechanical and electrical systems.

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Activity Annual Cost	\$767,473	\$721,200	\$785,582	\$758,000	\$789,182





3. Planning and Project Management

This activity provides planning, design and construction management services for capital maintenance and capital improvement projects.

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	\$289,922	\$437,200	\$211,780	\$255,900	\$203,088

4. Facility Maintenance

This activity provides preventive and remedial maintenance and repairs for buildings, recreation structures, and infrastructure systems. Also provides limited construction and renovation of playgrounds, shelters, fences, retaining walls, and infrastructure systems. Activities include carpentry, electrical, plumbing, HVAC, painting, roofing, and fencing installation, maintenance, and repair.

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	\$1,163,323	\$1,328,500	\$1,121,604	\$1,341,400	\$1,431,952





Budget Summary - Recreation

Total Annual Budget	
FY 2012 Adopted	\$ 14,006,159
FY 2013 Adopted	\$ 15,576,574
Dollar Change	\$ 1,570,415
Percent Change	11.21%

Number of FTE Positions	
FY 2012 FTE Positions	263.90
FY 2013 FTE Positions	263.90
FTE Position Change	0.00

Outcome Targets/Trends

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Citizen satisfaction with recreation facilities and programs	89.6%	90.0%	89.6%	90.0%	—

Service Level Trends Table for the Program

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Program Annual Cost	\$14,368,019	\$14,538,900	\$13,791,435	\$14,006,179	\$15,028,790
▪ Sports youth participant visits	1,223,109	1,220,000	1,332,300	1,220,000	1,220,000
▪ Sports adult participant visits	193,604	160,000	177,832	180,000	180,000
▪ Sports tournament participants	24,330	32,000	27,983	25,000	25,000
▪ Rounds of golf (18-hole equivalent)	65,199	80,000	60,281	70,000	70,000
▪ Water park admissions	169,362	210,000	157,889	180,000	180,000

Activities/Service Level Trends Table

1. District Parks

This activity provides indoor and outdoor recreational activities and programs for the general public. Activities include mini-golf driving range, picnic shelters, tennis, basketball, playgrounds, boating and trails. The activity includes the operation and management of community recreation facilities and programs at Lake Ridge, Locust Shade and Veterans parks.

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Activity Annual Cost	\$1,112,292	\$1,152,400	\$1,091,142	\$1,166,900	\$1,222,454

2. Indoor Centers

This activity involves the operation and management of indoor community recreation facilities and programs at the Chinn Center, Dale City Recreation Center, Ben Lomond Community Center and Veterans Community Center, plus the contribution to the Freedom Aquatic and Fitness Center. Activities include aquatics, fitness, child and adult instruction and day camp programs.

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Activity Annual Cost	\$4,774,054	\$5,841,300	\$4,807,977	\$4,979,800	\$5,111,258





3. GMU Freedom Center

The George Mason Freedom Aquatics and Fitness Center is a cooperative effort of Prince William County, George Mason University and the City of Manassas. The center is an 110,000 square foot recreational facility located on the Prince William campus of George Mason University in Western Prince William County.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$815,123	—	\$799,160	\$797,201	\$797,073

4. Golf

This activity involves the operation and management of the Forest Greens, Generals Ridge and Prince William golf courses. The courses provide recreational golf services and products. Activities include cart rentals, pro shop merchandise, food/beverage/concessions/catering services, driving range, tournaments and instructional programs. In March 2011 the golf courses began to be managed through a public-private partnership with Billy Casper Golf.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$3,233,536	\$3,268,300	\$2,602,749	\$2,364,500	\$3,238,808

5. Water Parks

This activity involves the operation and management of Splashdown and Water Works facilities that provide outdoor feature and theme based aquatic recreation in a water park setting. Activities include traditional pools, water slides, lazy river, food, beverage and catering services and group events and rentals.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$1,958,774	\$1,683,100	\$1,737,700	\$1,776,200	\$1,788,002

6. Recreation Programs

This activity involves the operation and management of a variety of community-based recreation programs at various County and other locations within Prince William County, community arts programs; and other general community recreation programs. Other activities include the First Tee golf program, Community Arts, Special Olympics and ARC support, Prince William Forest Park outdoor camp programs and the annual Fall Classic event.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$1,029,177	\$1,332,700	\$1,025,767	\$1,300,558	\$993,101

7. Community Aquatics

This activity provides outdoor aquatic activities at the Birchdale, Graham Park and Hammill Mill community pools. Activities include daily use and multiple use pass admissions, rentals, concessions and aquatic programs.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$367,966	—	\$367,658	\$383,200	\$414,560





8. Community Sports

This activity provides management services for County and School sport facilities including fields, gyms and open space primarily for organized sport leagues. Activities include allocating and scheduling available facilities and monitoring facility use.

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	\$452,997	\$521,400	\$478,568	\$557,900	\$539,840

9. Security/Rangers

This activity provides safety and security services for all County locations and facilities. Activities include enforcing park use rules and regulations through patrols and interaction with customers, security system management and response, safety and security training, and incident investigations.

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	\$624,100	\$739,700	\$647,487	\$679,900	\$681,812

10. Arts Council

This activity provides competitive grants to community arts and performing groups. [Note, prior to FY 13 the Arts Council activity expenditures were included in the Recreation Programs activity.]

	<u>FY 10 Actual</u>	<u>FY 11 Adopted</u>	<u>FY 11 Actual</u>	<u>FY 12 Adopted</u>	<u>FY 13 Adopted</u>
▪ Total Activity Annual Cost	—	—	\$233,227	—	\$241,882





Budget Summary - Administrative and Communications

Total Annual Budget	
FY 2012 Adopted	\$ 4,168,400
FY 2013 Adopted	\$ 4,286,864
Dollar Change	\$ 118,464
Percent Change	2.84%

Number of FTE Positions	
FY 2012 FTE Positions	27.50
FY 2013 FTE Positions	27.50
FTE Position Change	0.00

Service Level Trends Table for the Program

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Program Annual Cost	\$3,563,397	\$3,868,200	\$3,536,771	\$4,168,400	\$3,975,940
▪ Job openings filled	1,396	1,500	1,430	1,400	1,400
▪ Full-time equivalent employees	369.48	375.40	371.50	376.40	377.00
▪ Part-time employment hours as a percent of total employment hours	63%	60%	63%	65%	65%
▪ Accident rate per 100,000 miles driven	1.60	0.25	0.75	0.25	0.25

Activities/Service Level Trends Table

1. Human Resources

This activity provides human resources services for Parks and Recreation staff. Activities include recruiting, compensation and benefits management, performance management and employee relations.

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Activity Annual Cost	\$399,909	\$560,700	\$449,581	\$538,300	\$534,942

2. Financial Management

This activity provides financial oversight. Activities include accounting for payroll, vendor, and investment transactions, internal and external financial reporting, implementing financial policies and practices and developing and monitoring internal controls.

	FY 10 <u>Actual</u>	FY 11 <u>Adopted</u>	FY 11 <u>Actual</u>	FY 12 <u>Adopted</u>	FY 13 <u>Adopted</u>
▪ Total Activity Annual Cost	\$543,453	\$579,100	\$528,084	\$579,500	\$593,810





3. Risk Management

This activity provides risk management oversight for all parks programs, locations, and facilities. Activities include facility safety inspections, facility and program safety and compliance audits, safety and risk management training, liability and workers compensation claims review and processing and developing, implementing, and monitoring safety policies and procedures.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$635,522	\$733,800	\$601,630	\$728,700	\$674,937

4. Information Technology

This activity manages and maintains the parks technology operations.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$479,429	\$633,900	\$558,945	\$771,000	\$645,177

5. Executive Management/Administration

This activity provides direction and oversight of parks and recreation operations.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$798,042	\$652,200	\$706,274	\$749,000	\$747,690

6. Marketing/Advertising/Public Relations

This activity provides marketing support services including the development and implementation of advertising and marketing campaigns to promote the parks facilities and programs.

	<u>FY 10</u> <u>Actual</u>	<u>FY 11</u> <u>Adopted</u>	<u>FY 11</u> <u>Actual</u>	<u>FY 12</u> <u>Adopted</u>	<u>FY 13</u> <u>Adopted</u>
▪ Total Activity Annual Cost	\$707,042	\$708,500	\$692,257	\$801,900	\$779,384

